

PLANNING A MOVE?

When is this advice applicable?

Where a School or Department is planning to relocate staff either:

- to allow refurbishment for the occupier
- as part of a rationalisation of the section
- to allow refurbishment for a new occupier
- make the area available to a new occupier

What is the purpose of this note?

Unless the proposed move is allied to a large capital scheme, the responsibility for the timely and effective withdrawal from premises rests with the occupier. This Guidance Note gives advice on what to think about when planning the relocation of staff. You may also wish to refer to "Guidance Note 1 – Vacating a Room or Premises"

Voice

Voice sockets are all uniquely referenced. When moving from one voice point to another it is only necessary to record the extension number, current socket reference, and new socket reference. This information is sufficient for Voice Communications to arrange for the relocation of the extension.

You should gather information about all your extension moves and advise Voice Communications by entering your requirements on the Learner Support Services dedicated website, or emailing them to voicecomms@bradford.ac.uk

You should allow a minimum of 3 working days for the work to be actioned, but you may wish to check whether workloads could cause delay.

Data

Unlike voice, all data sockets will under normal circumstances accept University configured pc's without the need for additional set-up. The exception to this is when plugging a brand new pc into the network, which will need to be installed by IT Services. You should discuss your plans with IT Services at an early stage.

Other network devices such as printers will require IT Services intervention to address sockets and configure the equipment on the network.

Where there is a need to involve IT Services, you should gather information about your networking requirements and advise IT Services by emailing them to ictservicedesk@bradford.ac.uk

You should allow a minimum of 3 working days for the work to be actioned, but you may wish to check whether workloads could cause delay.

Removals and Porterage

You should discuss your removals requirements with Ancillary Services as soon as possible. It may be necessary to engage external contractors if volume or resources dictate, the cost for which you will be asked to meet.